January 1979
Volume 38, No. 1

Office of Personnel Management
Library
Washington, D.C.

Personnel Literature

PERSONNEL LITERATURE

Personnel Literature, published monthly by the Office of Personnel Management Library, lists materials received in the Library in the field of personnel administration. An index, by name and subject, is published annually.

The Library also publishes annually the Personnel Bibliography Series, several subject bibliographies compiled from the Personnel Literature listings. The bibliographies are sold by the U.S. Government Printing Office by individual title. The publications were published formerly by the U.S. Civil Service Commission, now abolished.

AVAILABILITY OF MATERIALS LISTED

OPM personnel may borrow items listed by calling Extension 24436. OPM regional personnel may request items on CSC (OPM) Form 943. Government employees in the Washington area should request their agency libraries to make borrowing arrangements.

The Library does not have copies of items listed for distribution. It lends materials only to OPM personnel and to government libraries in the Washington area. Other subscribers wishing to obtain copies should contact their local libraries for information about availability of copies or ordering information.

Microforms and materials marked "Ref" or "PR" are not available for interlibrary loan.

For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402
Domestic $15.00 Foreign $18.75 Single Copy $1.20 Annual Index $2.25

Personnel Literature

Vol. 38 No. 1 January 1979

TABLE OF CONTENTS

Assessment Centers.....1-2
Awards.....3
Career Planning.....4-5
Career Staffing.....6-11
Change, Organizational.....12-23
Civil Service.....24-30
Civil Service, Federal.....31-39
College Graduates.....40
Communication.....41-49
Compensation.....50-64
Counseling.....65
Discipline.....66-68
Electronic Data Processing--
Effects.....69
Employee Health and Medical
Care.....70-73
Employees' Compensation.....74
Equal Opportunity in Employment..75-83
Ethics.....84-90
Executives.....91-95
Executives--Abilities and
Characteristics.....96-97
Executives--Compensation.....98-101
Executives--Evaluation.....102-103
Executives--Health and
Medical Care.....104-107
Executives--Recruitment.....108
Executives--Responsibilities.....109
Executives--Selection and
Tests.....110
Executives--Training.....111-115
Freedom of Information.....116
Grievances and Appeals.....117-118
Handicapped.....119-122
Health Personnel.....123-126
Hours of Work.....127-129
Human Relations.....130-135
Incentive Awards and Programs..136-138
Insurance, Health.....139-140
Interviewing.....141-142
Job Analysis.....143-144
Job Design.....145-146
Job Evaluation.....147
Job Search.....148-151
Labor Force.....152
Labor-Management Relations.....153-170
Leadership.....171-172
Leave.....173-174
Management.....175-179
Management by Objectives.....180
Mobility.....181
Motivation.....182
Occupations and Occupational
Choice.....183-185
Older Worker.....186-191
Organizations.....192
Overseas Personnel.....193-196
Participative Management.....197-200
Performance Evaluation.....201
Personnel Administration.....202-205
Personnel Policies.....206
Personnel Records.....207
Personnel Utilization.....208
Political Activity.....209-210
Productivity.....211
Professional Employees.....212
Public Administration.....213-216
Public Relations.....217
Public Service Employment.....218
Reduction in Force.....219-220
Removal.....221
Retirement.....222-232
Retirement Planning.....233-234
Scientists and Engineers.....235
Supervision.....236-239
Supervisors.....240
Training.....241-247
Training Administration.....248-249
Training Evaluation.....250-252
Training Methods.....253-258
Women--Employment.....259-269
Work Life.....270
Workforce Planning.....271
Youth.....272

ASSESSMENT CENTERS

1-1
Byham, William C.
How to improve the validity of an assessment center. Training and development journal, 32:4-6, November 1978.
Descriptors: *Assessment centers--Evaluation / Assessors / Validity.

1-2
Whitehead, Ross.
Would you pick you for a promotion? Industry week, 199:90-93, November 13, 1978.
Descriptors: *Executives--Selection / *Assessment centers / *Assessment centers--Evaluation / In-basket technique / Management potential / Promotion / Training methods.

AWARDS

1-3
Civil Service League honors ten careerists. Federal times, 14:2, December 8, 1978.
Descriptors: *National Civil Service League awards / Federal employees.

CAREER PLANNING

1-4
Gulezian, Allen K.
Q: Does the non-business major's background matter? A: Employers say yes! Journal of college placement, 39:67-68, Fall 1978.
Descriptors: *Business education / *College graduates--Career opportunities / Surveys.

1-5 S/I
Williams, Linda.
More than career development. Interface administrative & accounting (International Computer Programs), 3:16+, Winter 1978.
Descriptors: *Personnel information systems / *Career planning / Computer-assisted counseling / *Employee development--Methods / Personnel utilization / Retirement planning / *Skills inventory.

CAREER STAFFING

1-6
Connolly, Walter B., Jr.
Deference expected for uniform guidelines. Legal times of Washington, 1:8-10, November 27, 1978.
Descriptors: *Selection--Standards / *Equal opportunity in employment / *Test validity / Federal government / *Content validity / Personnel information systems.

1-7
How Carter will pick those Federal judges. Business week, p. 100+, December 4, 1978.
Descriptors: Civil service / *Judges--Selection / Presidents--U.S. /District courts / Federal government.

CAREER STAFFING (Cont'd)

1-8 Id78 .M131

Macchiaverna, Paul.
The internal audit staff. In his Internal auditing. New York, Conference Board, 1978, p. 67-94.
Descriptors: *Audits, Internal--Administration /*Auditors--Selection / *Auditors--Training / *Auditors--Evaluation / Qualifications / Detail / Career ladders.

1-9
[Preselection.] Journal of college placement, 39:42-50+, Fall 1978.
Contents: Preselection: does it do more harm than good? by Warren E. Kauffman; "And how much do I hear for...? by Richard J. Thian; An end to the first-come, first-served interview schedule, by Richard G. Swails and H. Richard Hess; Preselection: the student's viewpoint, by Anthony P. Curatola and Paul Dascher.
Descriptors: *College graduates--Recruitment / *College students--Attitudes / *Interviewing / *Scheduling--Methods.

1-10
Stuart-Kotze, Robin and Graham Cole.
Defeating the "Peter Principle." Optimum (Canada), 9:54-61, no. 3 1978.
Descriptors: Leadership / *Supervisors--Selection--Methods / Informal organization.

1-11
Woska, William J.
Police officer academic standards. Public personnel management, 7:312-315, September-October 1978.
Descriptors: *Police--Selection / Police--Personnel policies / College attendance / *Police--Education / *Qualification standards / Equal opportunity in employment.

CHANGE, ORGANIZATIONAL

1-12
Atchison, G. T.
Will QWL overturn the organization pyramid? Canadian personnel and industrial relations journal, 25:23-27, October 1978.
Descriptors: *Quality of working life / *Organizational structure / *Change, Organizational.

1-13
Boss, R. Wayne.
The effects of leader absence on a confrontation team-building design. Journal of applied behavioral science, 14:469-478, October-December 1978.
Descriptors: Role playing / *Organization development / *Team development--Research / *Executives--Responsibilities--Research / *Leadership--Research.

1-14
Dimock, Hedley G.
The use of systems-improvement research in developing a change strategy for human-service organizations. Group & organization studies, 3:365-375, September 1978.
Descriptors: *Organization development--Research / Change, Organizational / *Organization development--Methods / Systems theory / Change, Resistance to.

1-15
Dirks, Martha J., Marcia K. Rottinghaus and Leonard M. Lansky.
Argyris' intervention theory: a small-group application. Group & organization studies, 3:317-330, September 1978.
Descriptors: Goal setting / *Change, Organizational--Case studies / *Intervention techniques--Theory / Systems analysis / Survey feedback / *Informal organization / Volunteers.

1-16
Lipshitz, Raanan and John J. Sherwood.
The effectiveness of third-party process consultation as a function of the consultant's prestige and style of intervention. Journal of applied behavioral science, 14:493-509, October-December 1978.
Descriptors: *Consultants--Characteristics / Factor analysis / *Group dynamics / *Intervention techniques--Research / Teamwork / *Prestige / Performance.

1-17
Mealiea, Laird W.
Learned behavior: the key to understanding and preventing employee resistance to change. Group & organization studies, 3:211-223, June 1978.
Descriptors: *Change, Resistance to--Research / Learning, Psychology of--Simulation methods / Organizational behavior--Research / Organization development / Adjustment (Psychology) / Need satisfaction.

1-18
Moore, Michael L.
Assessing organizational planning and teamwork: an action research methodology. Journal of applied behavioral science, 14:479-491, October-December 1978.
Descriptors: *Organization development--Planning / Change, Organizational--Methods / *Role perception / *Organizational effectiveness / Survey feedback / Team development / State government / *Teamwork / Executives--Responsibilities / Executives--Attitudes.

1-19
Organization development in the United States Army: an interview with Lt. Col. Ramon A. Nadal. Journal of applied behavioral science, 14:523-536, October-December 1978.
Descriptors: Military officers--Training / Change, Resistance to / Organizational effectiveness / *U.S. Army / Federal government / *Organization development.

1-20
Ouchi, Willim G. and Raymond L. Price.
Hierarchies, clans, Theory Z: a new perspective on organization development. Organizational dynamics, 7:24-44, Autumn 1978.
Descriptors: *Organizational structure--Theory / *Organization development / *Organizational effectiveness / Teamwork / Working climate / Leadership theory / Bureaucracy.

CHANGE, ORGANIZATIONAL (Cont'd)

1-21
Pasmore, William A. and Donald C. King.
Understanding organizational change: a comparative study of multifaceted interventions. Journal of applied behavioral science, 14:455-468, October-December 1978.
Descriptors: *Change, Organizational / Employee attitudes / *Intervention techniques--Research / Survey feedback / Job design / Productivity improvement.

1-22
Peters, Thomas J.
Symbols, patterns, and settings: an optimistic case for getting things done. Organizational dynamics, 7:2-23, Autumn 1978.
Descriptors: *Change, Organizational--Administration / Change agents / Leadership style / Executives--Characteristics / Executives--Motivation / *Change, Organizational--Methods.

1-23
Student, Kurt R.
Managing change: a psychologist's perspective. Business horizons, 21:28-33, December 1978.
Descriptors: *Change, Organizational--Administration / *Change (Psychology) / Influence (Psychology) / Management theory / Stress, Psychological / *Change, Resistance to.

CIVIL SERVICE

1-24
Allan, Peter and Stephen Rosenberg.
New York City's approach to civil service reform: implications for state and local governments. Public administration review, 38:579-584, November-December 1978.
Descriptors: *Civil service reform--Case studies / Civil service occupations / Public administration / Municipal government / *New York (City)--Civil service / State government / Local government.

1-25
Dresang, Dennis L.
Public personnel reform: a summary of state government activity. Public personnel management, 7:287-294, September-October 1978.
Descriptors: *Civil service reform / State government / *Personnel administration.

1-26 KF5337 .G62h
Goodman, Carl F.
Handbook on public personnel law. New York, Law Journal Seminars-Press, 1978. 366p.
Descriptors: *Civil service laws / *Adverse actions--Appeals / *Federal employees--Civil rights / *Equal opportunity in employment--Law and legislation / Equal opportunity in employment--Cases / Position classification appeals / U.S. Civil Service Commission / Personnel records / *Discrimination appeals / Federal government / State government.

1-27 S/C
Heisel, W. Donald and Warren Bennis.
Reforming the civil service. New York affairs, 4:58-69, Spring 1977.
Descriptors: *Municipal employees--Public opinion / *Bureaucracy--Evaluation / *Patronage / *Government employees--Evaluation / *Civil service reform / *Executives--Evaluation / Authority / Management accountability / Removal / Innovation / Goals / Performance standards / Performance-based pay / Local officials and employees / *Personnel administration--Evaluation / *Personnel administration--Methods .

CIVIL SERVICE (Cont'd)

1-28

Rubin, Richard S.

The battle over residency requirements: new approaches by public employees. Employee relations law journal, 4:257-267, Autumn 1978.

Descriptors: Local officials and employees / Municipal employees / *Residence requirements--Cases / New York (City)--Civil service.

1-29

Taylor, Lewis S.

Commentary. IPMA news (International Personnel Management Association), p. 4-6, November 1978.

Descriptors: *Personnel officers--Responsibilities / *Test validity / *Personnel departments / Patronage / *Philadelphia, Pa.--Civil service / State government / Selection / *Reorganization plans / Role perception.

1-30

West, Jonathan P. and Charles E. Davis.

Images of public administration: a study of supervisors in a metropolitan bureaucracy. Public personnel management, 7:316-322, September-October 1978.

Descriptors: Municipal employees / County officials and employees / Job satisfaction / *Local officials and employees--Evaluation / *Efficiency, Employee--Comparative studies / *Public administration--Evaluation / Supervisors--Characteristics / *Supervisors--Attitudes--Research.

CIVIL SERVICE, FEDERAL

1-31

Civil service reform. Good government (special issue), 1:1-11, 1978.

Contents: Civil service: a new era; The League on reform; The key issues in personnel reform, by David Stanley; President Carter's governmental reforms: an assessment, by Alan L. Dean.

Descriptors: *Civil service reform--Evaluation / Civil service reform--History / Civil service legislation / Federal government.

1-32

Clark, Timothy B.

Agencies feeling the heat of Carter's hiring freeze. National journal, 10:1973-1976, December 9, 1978.

Descriptors: Employment opportunities / *Employment policy / *Public administration / *Selection / Federal employees / Cost reduction / Inflation / *Labor force.

1-33 S/I

Jones, Rochelle.

The man who abolished his job. Washington post magazine, p. 10-12+, December 3, 1978.

Discusses Alan K. Campbell, chairman of the Civil Service Commission.

Descriptors: *Civil service--Administration / Civil service reform / Federal government / *U.S. Civil Service Commissioners--Biography.

1-34 Ie11.1 .Un35p 1978

Program Development Conference, Ocean City, Md., October 22-25, 1978.
Launching civil service reform; summary report. Washington, U.S. Govt. Print. Off., 1978. 38p.
Descriptors: *Civil service reform / *Personnel administration--Conferences / *U.S. Office of Personnel Management / Federal government.

1-35

Q & A on civil service reform. Government standard, p. 8-9, December 1978.
Descriptors: *Civil service reform--Law and legislation / Federal government.

1-36 Ic26.28 .Un38t

U.S. Congress. House. Committee on Post Office and Civil Service.
Transcript of proceedings; conference [on S2640, the Civil Service Reform Act of 1978], September 21, 1978, September 25, 1978, September 27, 1978, October 3, 1978, by ... and Senate Committee on Governmental Affairs. Gaithersburg, Md., North American Reporting, 1978. 1v.
Not available for interlibrary loan.
Descriptors: *Civil service reform--Law and legislation / Federal government / *Senior executive service / *Performance-based pay / *Labor-management relations / *Political activity / *Removal / *Adverse actions--Appeals.

1-37 Ic26.28 .Un38s

U.S. Congress. Senate. Committee on Governmental Affairs.
Stenographic transcript of hearings ...; markup session [on] S 2640, Civil Service Reform Act of 1978, May 22, 1978, June 7, 1978, June 8, 1978, June 12, 1978, June 14, 1978, September 18, 1978, September 26, 1978, September 28, 1978. Washington, Milton & Greenwood Reporting Associates, 1978. 1v.
Hearings of September 18, 26 and 28 held jointly with House Committee on Post Office and Civil Service.
Not available for interlibrary loan.
Descriptors: *Civil service reform--Law and legislation / Federal government / *Senior executive service / *Performance-based pay / *Veterans--Preference / *Whistleblowing / *Adverse actions--Appeals / *Tests--Administration.

1-38

U.S. President, 1977- (Jimmy Carter).
Civil Service Reform Act of 1978. Memorandum from the President. November 8, 1978. Weekly compilation of Presidential documents, 14:1972-1973, November 13, 1978.
Descriptors: *Civil service reform--Law and legislation / Presidents--U.S. / Federal government.

1-39 Ic26.37 .Un89p 1976/77

U.S. Social Security Administration.
Personnel data; fiscal year 1977. Baltimore, Md., 1978. 61p.
Descriptors: Federal employees / *U.S. Social Security Administration / *Civil service--Statistics / New employees / Resignations / Promotion / Unions / Sick leave.

COLLEGE GRADUATES

1-40

Nadeau, J. R.

What do you do with the humble B.A.? Canadian personnel and industrial relations journal, 25:10-12, October 1978.

Descriptors: *Bachelor of arts degree--Evaluation / College graduates--Career planning.

COMMUNICATION

1-41

[Communication.] Manage, 30:6-8+, November-December 1978.

Contents: Watch the body language, by Betty Seldner; Overcoming communication barriers, by Charles E. Kozoll; Are you listening, by Eugene Raudsepp.

Descriptors: Communication techniques / *Listening / *Nonverbal communication / *Communication in personnel management.

1-42

Finkel, Coleman.

Speaker vs. trainer platform skills. Training and development journal, 32:26-27, November 1978.

Descriptors: *Communication techniques / Conferences / *Training officers / *Public speaking.

1-43

Ireland, R. Duane, Philip M. Van Auken and Phillip V. Lewis.

An investigation of the relationship between organization climate and communication climate. Journal of business communication, 16:3-10, Fall 1978.

Descriptors: *Communication in personnel management--Research / *Organizations--Climate / Working climate--Research.

1-44 M-Film

Klauss, Rudi E.

Dimensions of managerial interpersonal communication behavior and their relation to measures of satisfaction and performance. Ann Arbor, Mich., University Microfilms, 1977. 191p.

Doctoral dissertation, University of Rochester, 1977. Astracted in Dissertation Abstracts International, 38:2229A, October 1977.

Descriptors: *Communication in personnel management--Research / *Organizational behavior--Research / *Executives--Abilities--Research / Job satisfaction research / Performance.

1-45

Penley, Larry E.

Structuring a group's communication for improved problem-solving. Journal of business communication, 16:25-37, Fall 1978.

Descriptors: *Communication in personnel management / *Problem solving--Group method--Research / Productivity.

1-46

Rogers, Donald P.

The content of organizational communication texts. Journal of business communication, 16:57-64, Fall 1978.

Descriptors: *Communication in management--Study and teaching / Content analysis (Communication) / Organization / Communication in management--Textbooks / *Curriculum design.

COMMUNICATION (Cont'd)

1-47
Rotenbury, Harry C.
Time management and communication--Part 2. Management world, 7:6-27, November 1978. Part 1 appeared in Management World, 7:28-30, September 1978 (Personnel Literature, item 11-36, November 1978).
Descriptors: *Communication in management / *Time management.

1-48
Timm, Paul R.
Worker responses to supervisory communication inequity: an exploratory study. Journal of business communication, 16:11-24, Fall 1978.
Descriptors: *Communication in personnel management / *Equity / Organizational behavior / Role perception / Reprisals / *Supervisors--Characteristics / *Employee attitudes--Research.

1-49
Weiss, W. H.
Are we doing a poor job of training because of over-communicating? Training, 15:68-69, November 1978.
Descriptors: *Communication in personnel management / Communication in management / *Training.

COMPENSATION

1-50
Alves, Wayne M. and Peter H. Rossi.
Who should get what? Fairness judgments of the distribution of earnings. American journal of sociology, 84:541-564, November 1978.
Descriptors: *Equity--Public opinion / Cost and standard of living / *Income / Family (Sociological unit) / Demographic characteristics.

1-51
Barton, M. Frank, Jr. and Thomas S. O'Connor.
Are Federal wage-board employees overpaid? Government accountants journal, 27:34-37, Fall 1978.
Descriptors: Federal employees / *Pay surveys--Evaluation / *Wage system employees--Pay / U.S. Civil Service Commission / Pay comparability.

1-52 Ie52 .Eq2e
Equal pay for women; progress and problems in seven countries, edited by Barrie O. Pettman. New York, McGraw-Hill, 1977. 179p.
Descriptors: *Pay rates--Comparative studies / *Women--Pay--Comparative studies / United States / Great Britain / Canada / Australia / New Zealand / Japan / Germany (Federal Republic, 1949-).

1-53
Farmer, C. Richard.
Merit pay: viable? Personnel, 55:57-63, September-October 1978.
Descriptors: Motivation / *Performance-based pay / *Pay administration / Communication in personnel management.

1-54
Hellwig, Henry.
Base salary and incentive compensation practices in not-for-profit organizations. Compensation review, 10:34-48, Fourth quarter 1978.
Descriptors: Bonus system / Incentives / Pay surveys / Job evaluation / *Organizations, Nonprofit / *Pay / *Compensation administration / Financial incentives.

1-55
Hrabak, William H.
An incentive plan for middle management: a new approach at International Harvester Company. Compensation review, 10:26-33, Fourth quarter 1978.
Descriptors: Management development / *Middle managers--Pay / Performance / *Financial incentives / *Fringe benefit administration.

1-56 Id76 .L12r
Ladd, Ian and William Robinson.
Recent trends in relative labour costs: selected industries in Canada and the United States. Ottawa, Ontario, Conference Board in Canada, 1978. 20p.
Descriptors: *Labor costs--Comparative studies / *Fringe benefits--Costs / *Cost-benefit analysis.

1-57
Langer, Steven.
1978 MBA salary survey. MBA, 12:4+, October-November 1978.
Descriptors: *Master of business administration degree recipients--Pay / *Pay surveys / Demographic characteristics.

1-58
Miller, Ernest C.
Supervisory overtime, incentive, and bonus practices. Compensation review, 10:12-25, Fourth quarter 1978.
Part 1 appeared in Compensation Review, 10:13-27, Third quarter 1978 (Personnel Literature, item 10-79, November 1978).
Descriptors: Fringe benefits / *Overtime pay / *Supervisors--Pay / Pay surveys / Pay rates / Incentive pay / Bonus system.

1-59 S/C
Sawyer, Kathy.
"Erratic U.S. pay scale headed for reform." Washington post, p. A1+, December 3, 1978.
Descriptors: *Pay rates / *Pay systems--Evaluation / *Blue collar workers--Pay / *White collar workers--Pay / Equity / Federal employees / Pay comparability.

1-60
The slow gains in paychecks. Business week, p. 114, November 27, 1978.
Descriptors: *Pay increases--Statistics.

COMPENSATION (Cont'd)

1-61 Ie55 .Un38sa 1978 Nov.

U.S. Congress. House. Committee on Post Office and Civil Service.
Current salary schedules of Federal officers and employees together with a history of salary and retirement annuity adjustments. Washington, U.S. Govt. Print. Off., 1978. 32p.
Descriptors: *Pay--Statistics / Cost of living increases / *Pay--Law and legislation / Executives--Pay / Postal employees--Pay / Federal employees / Foreign service officers--Pay / Hospital workers--Pay.

1-62 HD4909 .Un392f

U.S. Council on Wage and Price Stability.
Fact book: wage and price standards. Washington, U.S. Govt. Print. Off., 1978. 45p.
Descriptors: *Compensation administration / *Wage-price policy / Inflation (Finance).

1-63 Ie537 .V81w 1978

Virginia Employment Commission.
Wage rates and fringe benefits for selected occupations paid by Virginia manufacturers, 1978. Richmond, 1978. 141p.
Descriptors: *Virginia / *Compensation--Statistics / Pay rates / Leave--Statistics / Insurance / Incentive pay / Hours of work / Shift differentials / Retirement benefits.

1-64

Zoltek, Robin.
Sharp rise in 1978 white-collar pay characterized by wide variations. Monthly labor review, 101:3-39, November 1978.
Descriptors: *White collar workers--Pay--Statistics / Engineers--Pay / Office workers--Pay / *Pay increases.

COUNSELING

1-65

Turock, Art.
Effective challenging through additive empathy. Personnel and guidance journal, 57:144-149, November 1978.
Descriptors: *Counseling--Methods / Counselors / *Empathy / Problem employees / Training methods.

DISCIPLINE

1-66 M-Fiche

U.S. General Accounting Office.
FBI has improved its system for handling allegations of improprieties and misconduct against its employees. Report by the Comptroller General of the United States. Washington, 1978. 18p.
Descriptors: *Discipline--Administration / *U.S. Federal Bureau of Investigation--Administration / Federal government.

1-67

Unterberger, Irene and S. Herbert Unterberger.
Disciplining professional employees. Industrial relations, 17:353-359, October 1978.
Descriptors: Collective labor agreements / *Discipline / *Professional employees.

DISCIPLINE (Cont'd)

1-68

Welch, Barry.

Keeping the discipliners in line. Personnel management (Gt. Brit.), 10:21-24, August 1978.

Descriptors: *Discipline / *Executives--Responsibilities / Labor-management relations.

ELECTRONIC DATA PROCESSING--EFFECTS

1-69

Neuman, Paul.

What speed of communication is doing to span of control. Administrative management, 39:30-31+, November 1978.

Descriptors: *Span of control / Middle managers--Utilization / Telecommunications / *Electronic data processing.

EMPLOYEE HEALTH AND MEDICAL CARE

1-70

Does good marriage + good food = good performance? Training, 15:8+, November 1978.

A report of a conversation with Bill Lederer, author of The Ugly American.

Descriptors: *Health, Employee / Motivation / Efficiency, Employee / *Nutrition / Mental health / *Employee counseling.

1-71

Finkelstein, James A. and James T. Ziegenfuss, Jr.

Diagnosing employees' personal problems. Personnel journal, 57:633-636+, November 1978.

Descriptors: *Health benefit programs / *Counseling / *Job satisfaction research / Productivity / Employee attitudes / Alcoholic employees--Counseling.

1-72

Olson, Richard D.

Occupational health education: the industrial hygienist's role. Occupational health & safety, 47:49-50, November-December 1978.

Descriptors: *Health education / Health, Employee / *Supervisors--Responsibilities.

1-73

'Rx' films promote on-job education. Occupational health & safety, 47:16, November-December 1978.

Descriptors: Films / Executives--Responsibilities / *Health, Employee / *Health education / Medical care--Costs.

EMPLOYEES' COMPENSATION

1-74 M-Fiche

U.S. General Accounting Office.

Improvements still needed in administering the Department of Labor's compensation benefits for injured Federal employees. Report to the Congress by the Comptroller General of the United States. Washington, 1978. 89p. (B-17593)

Descriptors: *Employees' compensation / *Disability benefits--Administration / *Survivors' benefits--Administration / Federal government.

EQUAL OPPORTUNITY IN EMPLOYMENT

1-75 KF3464 .An2p

Anderson, Howard J.

Primer of equal employment opportunity. Washington, Bureau of National Affairs, 1978. 120p.

Descriptors: *Equal opportunity in employment--Handbooks, manuals, etc. / *Equal opportunity in employment--Law and legislation / Age discrimination / Handicapped--Discrimination / Minority groups--Discrimination / Religious discrimination / Sex discrimination / Pay rates.

1-76 KF3465 .A31C73n 1978

Commerce Clearing House, Inc.

New 1978 mandatory retirement and age discrimination rules, with explanation and state survey. Chicago, Ill., 1978. 79p.

Descriptors: *Age discrimination--Law and legislation / *Retirement age--Law and legislation / Retirement, Compulsory--Law and legislation.

1-77

Gordon, Steven R.

The impact of fair employment laws on training. Training and development journal, 32:29-44, November 1978.

Descriptors: *Discrimination--Cases / *Equal opportunity in employment--Law and legislation / Discrimination--Decisions / Selection / *Trainees--Selection / *Training / U.S. Equal Employment Opportunity Commission.

1-78

Jacobs, Roger B.

Reasonable accommodation in public employment. Labor law journal, 29:712-725, November 1978.

Descriptors: *Religious discrimination--Cases / Federal employees / State employees.

1-79

Mass, Michael A.

Sex discrimination based on pregnancy: the post-Gilbert environment. Employee relations law journal, 4:161-172, Autumn 1978.

Descriptors: *Disability benefits / *Women--Discrimination--Cases / *Pregnancy / Women--Employment / *Equal opportunity in employment--Law and legislation.

1-80

Moulton, Janice, George M. Robinson and Cherin Elias.

Sex bias in language use: "neutral" pronouns that aren't. American psychologist, 33:1032-1036, November 1978.

Descriptors: *English language--Usage--Research / Equal opportunity in employment / Women--Attitudes toward / *Women--Discrimination.

1-81

Sloan, Allan.

Affirmative action after Bakke. Employee relations law journal, 4:153-160, Autumn 1978.

Descriptors: *Discrimination in education--Cases / *Equal opportunity in employment.

EQUAL OPPORTUNITY IN EMPLOYMENT (Cont'd)

1-82 E185.8 .P94p

Uncle Sam as employer. In Protest, politics, and prosperity; black Americans and white institutions, 1940-75, by Dorothy K. Newman and others. New York, Pantheon Books, 1978, p. 99-134.

Descriptors: *Afro-Americans--Employment--Statistics / *Afro-Americans--Employment--History / *Equal opportunity in employment--Administration--Evaluation / U.S. Civil Service Commission / Equal opportunity in employment--Law and legislation / Federal government.

1-83 Ie152.5 .Un495e 1977

U.S. Federal Executive Board. Pittsburgh.

Equal employment opportunity statistical report for calendar year 1977. Pittsburgh, 1978. 193p.

Descriptors: *Minority groups--Employment--Statistics / *Women--Employment--Statistics / Federal employees / Minority groups--Pay / Women--Pay / Field offices.

ETHICS

1-84

Cohen, Richard E.

When Congress judges its own. National journal, 10:1990, December 9, 1978.

Descriptors: Federal government / *Political ethics / *Members of Congress.

1-85

Gnadt, Kenneth P.

Secretarial ethics: business and community. Secretary, 38:6-7, November 1978.

Descriptors: *Business ethics / Secretaries.

1-86

Hacker, Andrew.

Loyalty--and the whistle blower. Across the Board, 15:4-5+, November 1978.

Descriptors: *Whistleblowing / *Business ethics / *Organizational commitment.

1-87 KF306 .H333

Hazard, Geoffrey C., Jr.

Ethics in the practice of law. New Haven, Conn., Yale University Press, 1978. 159p.

Report of a symposium held in 1976 at Seven Springs Center.

Descriptors: *Legal ethics--Conferences / *Conflict of interest.

1-88

Robie, William R.

The teaching of professional responsibility to Federal government attorneys: the uneasy perceptions. Military law review, 80:29-49, Spring 1978.

Descriptors: *Legal ethics / *Government attorneys / Federal employees / Legal ethics--Standards / Legal ethics--Law and legislation / *Legal ethics--Study and teaching / U.S. Civil Service Commission / *Government attorneys--Training.

ETHICS (Cont'd)

1-89 M-Fiche

U.S. General Accounting Office.
What rules should apply to post-Federal employment and how should they be enforced? Report to the Congress by the Comptroller General of the United States. Washington, U.S. Govt. Print. Off., 1978. 72p. (B-103987)
Descriptors: *Conflict of interest / Federal employees / *Ethics.

1-90

U.S. President, 1977- (Jimmy Carter).
Ethics in Government Act of 1978. Remarks on signing S. 555 into law. October 26, 1978. Weekly compilation of Presidential documents, 14:1854-1856, October 30, 1978.
Descriptors: Federal government / *Civil service ethics--Law and legislation.

EXECUTIVES

1-91

Baron, Alma S.
New data on women managers. Training and development journal, 32:12-13, November 1978.
Descriptors: Women executives--Training / Women--Attitudes toward / *Women executives--Attitudes / Women--Discrimination.

1-92

Desciak, William.
Circuit riders return as town managers. Worklife, 3:24-28, December 1978.
Descriptors: *City managers / *Municipal government by city manager--Methods / Rural conditions / Pennsylvania.

1-93

Hedaa, Laurids.
Danish survey suggests demotion for "obsolete" managers; finds execs prefer lesser jobs to retirement. World of work report, 3:92-93, November 1978.
Descriptors: Retirement, Flexible / *Demotion / Denmark / *Executives--Attitudes / Executives--Retirement / *Obsolescence, Managerial / Surveys.

1-94

Hedaa, Laurids.
Demotion: a step in the right direction? Personnel management (Gt. Brit), 10:45-49+, October 1978.
Descriptors: *Retirement, Early / *Demotion / *Executives--Attitudes / Executive effectiveness / *Obsolescence, Managerial / Executives--Retirement / Executives--Characteristics.

1-95 Ie124 .Ur3e

Uris, Auren.
Executive dissent; how to say no and win. New York, AMACOM, 1978. 192p.
Descriptors: *Executives--Attitudes / *Dissent / *Human relations.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

1-96
Humphreys, Luther W. and William A. Shrode.
Decision-making profiles of female and male managers. MSU business topics, 26:45-51, Autumn 1978.
Descriptors: *Decision-making--Comparative studies / Task analysis / *Women executives--Characteristics / Executives--Characteristics.

1-97
Hunsicker, Frank R.
What successful managers say about their skills. Personnel journal, 57:618-621, November 1978.
Descriptors: Training needs analysis / *Executives--Abilities--Research / Military officers--Training--Methods / Management development / *Success in employment--Research / Executives--Training.

EXECUTIVES--COMPENSATION

1-98 Ie53 .Ex3C76c
Conference Board in Canada.
Compensation/human resource committees of boards of directors, by Susan Peterson. Ottawa, 1978. 12p. (Executive bulletin no. 6)
Descriptors: *Executive compensation--Administration / Directors of corporations--Responsibilities.

1-99 Ie53 .Ex3N216tp 1978
Conference Board, Inc.
Top executive compensation, 1978, by Harland Fox. New York, 1978. 79p.
Descriptors: *Executive compensation / *Executive compensation--Charts, diagrams, etc. / Stock options / Industry / Bonus system / Deferred compensation / Saving plans.

1-100
Executive compensation and the new tax law. Business week, p. 146-147+, November 27, 1978.
Descriptors: *Executive compensation--Taxation / *Fringe benefits--Taxation / Stock options.

1-101
Sibson, Robert E.
Managers' pay reaches all-time high but .... Nation's business, 66:52-53+, November 1978.
Descriptors: Bonus system / *Executives--Pay / Pay increases / Stock options / *Executive compensation.

EXECUTIVES--EVALUATION

1-102
Allan, Peter and Stephen Rosenberg.
Formulating usable objectives for manager performance appraisal. Personnel journal, 57:626-629+, November 1978.
Descriptors: *Executives--Evaluation--Methods / Goal setting / *Management by objectives.

EXECUTIVES--EVALUATION (Cont'd)

1-103 Ie398.4 .L62m

Life Insurance Marketing and Research Association.
Managerial performance: some measurement issues. Hartford, Conn., 1978. 15p. (I/R code 2.80)
Descriptors: *Executives--Evaluation / Insurance companies.

EXECUTIVES--HEALTH AND MEDICAL CARE

1-104 Ie124 .C78u

Cooper, Cary L. and Judi Marshall.
Understanding executive stress. New York, Petrocelli, 1977. 226p.
Descriptors: *Stress, Psychological / *Executives--Mental health / Executive families / Executives--Characteristics.

1-105

Ford, Robert C. and Jack Hartje.
Biofeedback and management stress. Human resource management, 17:12-16, Fall 1978.
Descriptors: *Biofeedback training--Methods / Executives--Health / *Stress, Psychological.

1-106

Graves, Susan B.
Kicking the tranquilizer habit. MBA, 12:50+, October-November 1978.
Descriptors: *Drug abuse / Executives--Health / *Executives--Mental health.

1-107

Kets de Vries, Manfred F. R.
The midcareer conundrum. Organizational dynamics, 7:45-62, Autumn 1978.
Descriptors: Human behavior / *Executives--Mental health / *Stress, Psychological / *Middle age--Psychological aspects / *Psychology, Physiological / Employee counseling.

EXECUTIVES--RECRUITMENT

1-108

Perham, John.
Update on executive jobs. Dun's review, 112:84-85, November 1978.
Descriptors: Employment opportunities / *Executives--Recruitment / *Executives--Career opportunities / Job search.

EXECUTIVES--RESPONSIBILITIES

1-109

Sethi, S. Prakash.
Liability without fault? The corporate executive as an unwitting criminal. Employee relations law journal, 4:185-219, Autumn 1978.
Descriptors: *Employers' liability / *Liability (Law)--Cases / *Management accountability / *Industry--Social aspects.

EXECUTIVES--SELECTION AND TESTS

1-110

Rice, Berkeley.
Measuring executive muscle. Psychology today, 12:94-96+, December 1978.
Descriptors: *Executives--Selection--Methods / Success in employment / *Test validity / *Management games / *In-basket technique / *Assessment centers.

EXECUTIVES--TRAINING

1-111
Digman, Lester A.
How well-managed organizations develop their executives. Organizational dynamics, 7:63-80, Autumn 1978.
Descriptors: *Management development--Methods / *Executives--Training / Rotation / *Executive effectiveness / *Management development--Research / *Management development--Case studies.

1-112
Hague, Hawdon.
Tools for helping self-development - Part 2. Journal of European industrial training (Gt. Brit.), 2:18-21, no. 5 1978.
Part 1 appeared in Journal of European Industrial Training (Gt. Brit.), 2:13-15, no. 3 1978 (Personnel Literature, item 10-158, October 1978).
Descriptors: *Coaching / *Management development--Methods / *Executives--Training / Learning, Psychology of / Personal development / *Rotation / Delegation / Middle age.

1-113
Luthans, Fred, David Lyman and Diane L. Lockwood.
An individual management development approach. Human resource management, 17:1-5, Fall 1978.
Descriptors: *Management development--Methods / Performance evaluation / *Training planning.

1-114
McCurdy, Howard E.
Selecting and training public managers: business skills versus public administration. Public administration review, 38:571-578, November-December 1978.
Descriptors: *Public administration / *Executives--Selection / *Executives--Education / Master of business administration degree--Evaluation / Master of public administration degree--Evaluation / Federal employees / *Public administration--Study and teaching.

1-115
Williams, Graham.
Co-operative learning in management education. Journal of European industrial training (Gt. Brit.), 2:13-15, no. 5 1978.
Descriptors: *Learning, Psychology of / *Management development--Methods / Training methods.

FREEDOM OF INFORMATION

1-116
Bullock, Charles S. and F. W. Steckmest.
Openness in government: sunshine or sunburn? Nation's business, 66:97-102+, November 1978.
Descriptors: Conflict of interest / Lobbying / Federal government / *Freedom of information--Evaluation / *Invasion of privacy / Whistleblowing / Campaign funds / Meetings / *Political ethics.

GRIEVANCES AND APPEALS

1-117 Ie531 .B91g 1978

Bureau of National Affairs, Inc.

Grievance guide. 5th ed. Washington, 1978. 315p.

Descriptors: *Grievances--Procedures / *Grievances--Cases.

1-118

Miller, Ronald L.

Grievance procedures for nonunion employees. Public personnel management, 7:302-311, September-October 1978.

Descriptors: *Grievances--Procedures / Municipal government / County government / *Grievances--Procedures--Simulation methods.

HANDICAPPED

1-119

Lanham, J. M., M. F. Graham and D. E. Schaberg.

Hiring the handicapped--an 18-year success story. Occupational health & safety, 47:40-42+, November-December 1978.

Descriptors: *Handicapped--Employment / Handicapped--Placement / Handicapped--Training / Organizational commitment.

1-120

Underwood, Melissa.

Profits throught patience. Supervision, 40:4-5, November 1978.

Descriptors: *Supervision / *Handicapped--Employment / Handicapped--Training / Supervisors--Attitudes / Work values.

1-121 Ie361.5 .Un35emp 1978

U.S. Civil Service Commission.

Employment of handicapped individuals including disabled veterans in the Federal government. Report prepared for: Senate Committee on Human Resources, Senate Committee on Veterans' Affairs, House Committee on Education and Labor, House Committee on Veterans' Affairs. Prepared by Office of the Assistant Executive Director. Washington, 1978. 14p.

Descriptors: *Handicapped--Employment--Statistics / *Veterans, Disabled--Employment / Federal government.

1-122 Ie361 .Un35te

U.S. Civil Service Commission.

Testing the handicapped for employment purposes: adaptations for persons with motor handicaps. Prepared by Karen O. White, Personnel Research and Development Center, Bureau of Policies and Standards. Washington, U.S. Govt. Print. Off., 1978. 15p. (Professional series 78-4)

Descriptors: *Handicapped--Employment / *Tests.

HEALTH PERSONNEL

1-123

Fisher, Donald and William Stanhope.

Physician assistants achieve wide acceptance in health care field. Forum, 2:6-10, no. 4 1978.

Descriptors: *Physicians' assistants / Cost control--Methods / Medical care--Costs / *Physicians' assistants--Training / *Job description.

HEALTH PERSONNEL (Cont'd)

1-124 M-Fiche

U.S. General Accounting Office.
Progress and problems in improving the availability of primary care providers in underserved areas. Report to Congress by the Comptroller General of the United States. Washington, U.S. Govt. Print. Off., 1978. 149p. (B-164031(5))
Descriptors: *Physicians--Workforce planning / *Medical care--Administration.

1-125 Ie438 .P45Un85p

U.S. Public Health Service.
Pharmacy manpower resources. Washington, U.S. Govt. Print. Off., 1978. 48p. (DHEW publication no. (HRA) 78-36)
Descriptors: *Pharmacists--Workforce planning / *Pharmacists--Characteristics / Federal government.

1-126 Ie438 .H34Un85re

U.S. Public Health Service.
A report to the President & Congress on the status of health professions personnel in the United States. Washington, U.S. Govt. Print. Off., 1978. 1v. (DHEW publication no. (HRA) 78-93)
Descriptors: *Health personnel--Workforce planning / Physicians / Dentists / Optometrists / Pharmacists / Veterinarians / Chiropodists.

HOURS OF WORK

1-127

Flexitime: an idea with growing appeal. Who likes it? How does it work? World of work report, 3:94-95, November 1978.
Descriptors: Employee attitudes / Executives--Attitudes / *Flexible working hours--Evaluation.

1-128

Robison, David.
Hewlett Packard tries flexitime; white-collar, production employees endorse flexible work schedules. World of work report, 3:89+, November 1978.
Descriptors: Employee attitudes / *Flexible working hours--Case studies / Flexible working hours--Evaluation.

1-129 Ie488 .W78p

Whittaker, William G.
Part-time, flexitime, and compressed workweek in the Federal government. Washington, Library of Congress, Congressional Research Service, 1978. 15p. (CRS Issue brief)
Descriptors: *Part-time work--Law and legislation / *Flexible working hours--Law and legislation / *Shorter workweek--Law and legislation / Federal government.

HUMAN RELATIONS

1-130

McFarland, James P.
Managing conflict. Vital speeches of the day, 45:78-80, November 15, 1978.
Descriptors: *Conflict, Organizational / *Conflict resolution.

HUMAN RELATIONS (Cont'd)

1-131 HV7935 .M31m

Organizational behavior in police systems. In Managing the police organization: selected readings, by Larry K. Gaines and Truett A. Ricks. St. Paul, Minn., West, 1978, p. 198-269.

Descriptors: *Organizational behavior / *Police--Attitudes / *Stress, Psychological / Authority / Alienation.

1-132

Uris, Auren.

Confrontation--shoot-out in the executive suite. Supervisory management, 23:11-16, November 1978.

Descriptors: *Conflict, Organizational / Dissent / Organizational behavior / Executives--Responsibilities / *Conflict resolution.

1-133

Webb, Myrt W.

The power of positive reinforcing. Part I. Concept of positive reinforcement. Value world, 2:14-18, November-December 1978.

Descriptors: *Behavior modification--Methods / Executives--Responsibilities / Organizational behavior / *Reinforcement (Psychology).

1-134 Id72.9 .W67h

Williams, J. Clifton.

Human behavior in organizations. Cincinnati, Ohio, South-Western, 1978. 466p.

Descriptors: *Organizational behavior--Textbooks / *Organizational behavior--Case studies / *Motivation / Goal setting / Organizations--Theory / Leadership theory / Communication in management.

1-135

Zemke, Ron.

Using performance feedback and positive reinforcement: books and films that tell you how. Training, 15:26+, November 1978.

Descriptors: Reinforcement (Psychology)--Film catalogs / Reinforcement (Psychology)--Bibliography / *Behavior modification--Film catalogs / *Behavior modification--Bibliography / *Behavior modification--Book reviews / Feedback (Psychology).

INCENTIVE AWARDS AND PROGRAMS

1-136

Malboeuf, P. D.

Suggestions - your way to management support. Value world, 2:19-22, November-December 1978.

Descriptors: Executives--Responsibilities / *Suggestion systems--Administration.

1-137

Myers, Donald W. and Earnest R. Archer.

When the suggestion box fails. Personnel, 55:37-42, September-October 1978.

Descriptors: *Suggestion systems--Research.

1-138

Some bureaucrats who save money for the public. U.S. news & world report, 85:47, December 4, 1978.

Descriptors: Federal employees / *Incentive awards.

INSURANCE, HEALTH

1-139 KF1183 .As6h

Aspen Systems Corporation.

Health maintenance organization laws - a national overview. Germantown, Md., 1978. 130p.

Prepared for U.S. Department of Health, Education, and Welfare.

Descriptors: *Health maintenance organizations--Law and legislation.

1-140 M-Fiche

U.S. General Accounting Office.

Civil Service needs to improve claims review process under the Federal employees health benefits program. Report by the Comptroller General of the United States. Washington, U.S. Govt. Print. Off., 1978. 21p. (B-164562)

Descriptors: *Insurance, Health--Administration / *U.S. Civil Service Commission--Administration / Federal government.

INTERVIEWING

1-141

Cook, Suzanne H.

The EEO interview: turning a gamble into a good bet. Management world, 7:18-21, November 1978.

Follow-up of article in Management World, 6:7-16+, December 1977 (Personnel Literature, item 2-48, February 1978).

Descriptors: Equal opportunity in employment / *Interviewing / *Interviewers--Responsibilities.

1-142

Gorman, Charles D., William H. Clover and Michael E. Doherty.

Can we learn anything about interviewing real people from "interviews" of paper people? Two studies of the external validity of a paradigm. Organizational behavior and human performance, 22:165-192, October 1978.

Descriptors: Military personnel / *Interviewing--Evaluation / *Validity--Research / *Halo effect / *Interviewing--Research / *Biographical inventories.

JOB ANALYSIS

1-143 Ie32 .B43j

Bennett, Leila J. and Edward L. Levine.

Job analysis: "a state of the art" survey of public jurisdictions. Phoenix? Arizona Department of Administration, 1977. 1v. (Research report no. 19)

Descriptors: *Job analysis--Methods / *Job analysis--Research / Federal government / State government.

1-144 Ie32 .Un35jef

U.S. Civil Service Commission.

Job analysis of the entry level firefighter position. Prepared by Personnel Decisions, Inc. Washington, U.S. Govt. Print. Off., 1977. 2v. (Technical studies 77-8, 77-8A)

Contents: Vol. 1, Job analysis of the entry level firefighter position; vol. 2, Firefighter task checklist.

Descriptors: *Job analysis / *Fire fighters.

JOB DESIGN

1-145

Brousseau, Kenneth R.

Personality and job experience. Organizational behavior and human performance, 22:235-252, October 1978.

Descriptors: Mental health / Job satisfaction / *Personality / Job factors / *Job design--Psychological aspects / Job design--Research.

1-146

Rousseau, Denise M.

Characteristics of departments, positions, and individuals: contexts for attitudes and behavior. Administrative science quarterly, 23:521-540, December 1978.

Descriptors: *Job factors--Research / *Employee attitudes--Research / *Job design / Job satisfaction / Role conflict / *Organizational characteristics / Role perception.

JOB EVALUATION

1-147

[Job evaluation.] Personnel, 55:11-36 and 55:52-56, September-October 1978.

Contents: Eliminating pay discrimination caused by job evaluation, by David Thomsen; Job evaluation: mystical or statistical, by Howard Risher; Job evaluation: the Mexican encounter, by Robert J. Neubauer.

Descriptors: *Job evaluation--Methods / *Job evaluation / *Job evaluation--Case studies / *Women--Discrimination / *Pay rates / Regression analysis / Women--Discrimination--Law and legislation / Pay administration / U.S. Equal Employment Opportunity Commission.

JOB SEARCH

1-148

Get a job! MBA, 12:19-20+, October-November 1978.

Contents: What to do if the headhunter calls, by Robert A. Simon; What to do if the headhunter doesn't call, by Jean Farinelli; Selling yourself in interviews, by David Gootnick.

Descriptors: *Executives--Recruitment / Executives--Recruitment--Methods / *Job search / Executive recruiters--Directories / *Interviewing.

1-149

Rosenberg, Howard G.

Which door should students choose? Journal of college placement, 39:63-65, Fall 1978.

Descriptors: *College graduates--Recruitment / *Interviewing--Evaluation / *Job search--Methods / Surveys.

1-150 Ia11.15 .W12h 1978

Waelde, David E.

How to get a Federal civil service job and advance your Federal career. 3d ed. Washington, Fedhelp, 1978. 122p.

Descriptors: *Applications for positions / *Government service as a career / *Job search / *U.S. Office of Personnel Management / Federal government.

JOB SEARCH (Cont'd)

1-151 Ia11.15 .W85o

Wood, Patricia B.

The 171 workbook. Washington, Workbooks, 1978. 102p.

Descriptors: *Applications for positions / *Government service as a career / *Job search / Federal government.

LABOR FORCE

1-152 Id224 .Un66s

U.S. Library of Congress.

Some labor futures in the United States. Prepared by Everett M. Kassalow, Congressional Research Service. Washington, 1978. 29p. (78-21S)

Descriptors: *Labor force--Statistics / *Futures (of society) / Flexible working hours / Productivity / Labor-management relations.

LABOR-MANAGEMENT RELATIONS

1-153

Block, Richard N.

Job changing and negotiated nonwage provisions. Industrial relations, 17:296-307, October 1978.

Descriptors: *Labor turnover rates--Research / *Seniority / *Unemployment compensation / *Collective labor agreements.

1-154

Collins, Dale R.

Federal sector collective bargaining agreement provisions: in pursuit of perpetuity. Labor law journal, 29:690-696, November 1978.

Descriptors: *Collective bargaining / *U.S. Internal Revenue Service / Federal employees / Contract arbitration / *Unfair labor practices--Cases.

1-155

Continuing issues in the public sector. Midwest monitor (Midwest Center for Public Sector Labor Relations), p. 1-5, November-December 1978.

Descriptors: *Collective bargaining unit / Management rights / Multi-employer bargaining / *New York (State)--Civil service / *Right to strike / State employees / *Labor-management relations / Working conditions.

1-156

Corcoran, Kevin J. and Diane Kutell.

Binding arbitration laws for state and municipal workers. Monthly labor review, 101:36-40, October 1978.

Descriptors: *Binding arbitration--Law and legislation / Labor-management relations / Municipal employees / State employees.

1-157

Geissner, James W.

The management campaign: a case study. Public personnel management, 7:323-336, September-October 1978.

Descriptors: Florida / Government employees / *Executives--Responsibilities / *Representation election / *Union organizing--Case studies / Municipal government.

1-158
Gospel, Howard.
European managerial unions: an early assessment. Industrial relations, 17:360-371, October 1978.
Descriptors: Europe / Federal government / Executives--Pay / ay systems / Organizational behavior / Prestige / United States / *White collar workers--Unions / *Executives / Pay rates.

1-159
Herman, Stuart P. and John A. Lawrence.
Using arbitration to handle discrimination grievances. Personnel journal, 57:637-639, November 1978.
Descriptors: *Discrimination / Equal opportunity in employment / *Grievance arbitration.

1-160 Id213 .In2p 1978 Spring
Industrial Relations Research Association.
Proceedings of the 1978 annual spring meeting; May 11-13, 1978, Los Angeles, Calif. Madison, Wis., 1978. 1v.
Partial contents: Expedited arbitration in the U.S. Postal Service, by Frederic W. Frost; Arbitration trends: an agency perspective, by L. Lawrence Schultz; Jobs and income for black Americans, by Bernard E. Anderson; Directions in industrial relations research, by George Strauss.
Descriptors: Federal government / *Arbitration / U.S. Postal Service / *Industrial relations--History / Afro-Americans--Employment / *Afro-Americans--Economic conditions / Unemployed.

1-161
Levine, Marvin J.
The U. S. Postal Service: a labor relations hybrid. Employee relations law journal, 4:220-240, Autumn 1978.
Descriptors: Labor-management relations--Executive orders / Unions / Collective bargaining / *Labor-management relations / Postal employees--Pay / *U.S. Postal Service--History / Federal employees.

1-162
Mitchell, Michael S.
Public sector union security: the impact of Abood. Labor law journal, 29:697-711, November 1978.
Descriptors: Municipal employees / *Union security--Cases / *Union security--Evaluation.

1-163
Rubin, Richard S.
Labor relations for police and fire: an overview. Public personnel management, 7:337-345, September-October 1978.
Descriptors: Municipal employees / Strikes / Fire fighters--Collective bargaining / *Police--Collective bargaining / Pensions / *Union organizing--History / Pay rates.

1-164
Strauss, George and Peter Feuille.
Industrial relations research: a critical analysis. Industrial relations, 17:259-277, October 1978.
Descriptors: *Labor-management relations--History / *Labor-management relations--Research / Research--History.

1-165 HD5481 .Un17b
U.S. Bureau of Labor Statistics.
Bargaining calendar, 1978. Washington, U.S. Govt. Print. Off., 1978. 52p. (Bulletin no. 1998)
Descriptors: *Collective labor agreements / Postal employees / State employees / Municipal employees / Federal employees.

1-166 Ie623 .Un35du
U.S. Civil Service Commission.
Directory of unions and associations with exclusive recognition in the Federal service. Prepared by Office of Labor-Management Relations. Washington, 1978. 22p. (USCSC/OLMR 78/06)
Descriptors: *Unions--Directories / Federal government / *Trade and professional associations--Directories / *Unions--Recognition.

1-167 Ie623 .Un59L
U.S. Government Printing Office.
Labor-management relations in the Government Printing Office. Washington, 1976. 33p. (Instruction 630.1A)
Descriptors: *Labor-management relations / *U.S. Government Printing Office / Federal government.

1-168 HD5504 .Un73b Supp. 5
U.S. National Labor Relations Board.
Bibliography: Labor Management Relations Act, 1947, as amended 1959 and 1974 by Public Laws 86-257 and 93-360. Supplement V. Prepared by the Library. Washington, U.S. Govt. Print. Off., 1978. 91p.
Includes materials issued 1976-1978.
Descriptors: *Labor-management relations--Bibliography / *Labor laws and legislation--Bibliography.

1-169
Woolf, Donald A.
Arbitration in the Federal service: a primer. Public personnel management, 7:295-301, September-October 1978.
Descriptors: *Grievance arbitration / *Arbitration--Methods / Arbitrators / Federal government.

1-170
Zagoria, Sam.
A few final thoughts on public sector labor relations. LMRS newsletter (National League of Cities, U.S. Conference of Mayors, National Association of Counties), 9:2-4, December 1978.
Outline of the role of the Labor-Management Relations Service.
Descriptors: *Labor-management relations--Administration / Government employees / Union organizing / Collective bargaining.

LEADERSHIP

1-171 Id34 .L46Lc

Leadership; the cutting edge, edited by James G. Hunt and Lars L. Larson. Carbondale, Southern Illinois University Press, 1977. 286p.

Papers presented at a symposium held at Southern Illinois University, Carbondale, October 27-28, 1976.

Descriptors: *Leadership--Conferences / Leadership theory / Leadership--Research.

1-172

Welte, Carl E.

Management and leadership: concepts with an important difference. Personnel journal, 57:630-632+, November 1978.

Descriptors: *Leadership style--Theory / Management / Organizational behavior / *Leadership.

LEAVE

1-173

Much, Marilyn.

Few firms offer the ultimate 'perk.' Industry week, 199:83-84+, November 13, 1978.

The practice of offering paid leaves of absence is spreading in industry.

Descriptors: *Leave / Industry--Social aspects.

1-174

Perigoe, J. R.

Does Canada want it? Canadian personnel and industrial relations journal, 25:14-16, October 1978.

Pros and cons of adopting an educational leave policy.

Descriptors: *Leave--Evaluation / *Leave of absence--Evaluation / Career education / Canada.

MANAGEMENT

1-175

Boss, R. Wayne.

Trust and managerial problem solving revisited. Group & organization studies, 3:331-342, September 1978.

Descriptors: Human relations / *Problem solving--Research / *Trust (Psychology) / Organizational effectiveness / *Working climate.

1-176 Id22 .B77u

Brink, Victor Z.

Understanding management policy & making it work. New York, AMACOM, 1978. 312p.

Descriptors: *Management principles / *Management methods.

1-177

Foland, David.

Improve your personal productivity through computerized critical path planning. Value world, 2:10-13, November-December 1978.

Descriptors: *Critical path analysis--Computer programs / Critical path analysis--Methods / Critical path analysis--Planning / Productivity / *Conferences--Planning / *Value analysis (Cost control).

MANAGEMENT (Cont'd)

1-178
Levitt, Theodore.
A heretical view of management "science." Fortune, 98:50-52, December 18, 1978.
Descriptors: Leadership style / *Operations research--Evaluation / *Statistical decision--Evaluation / *Management methods.

1-179
Parker, Norman A.
MWO and other successful management techniques. Across the Board, 15:34-36, November 1978.
Descriptors: Leadership style / *Management methods--Anecdotes, facetiae, satire, etc.

MANAGEMENT BY OBJECTIVES

1-180
Mayer, Richard J.
The secret life of MBO. Human resource management, 17:6-11, Fall 1978.
Descriptors: *Goal setting / *Management by objectives--Evaluation / Motivation / Self-realization.

MOBILITY

1-181 Ie391 .R53s
Robbins, Paula I.
Successful midlife career change; self-understanding and strategies for action. New York, AMACOM, 1978.
Descriptors: *Mobility, Occupational / *Second careers.

MOTIVATION

1-182
Dowling, William.
Are workers pigeons? Across the Board, 15:26-33, November 1978.
Interview with B. F. Skinner.
Descriptors: *Operant conditioning / *Reinforcement (Psychology) / Praise / *Motivation / *Incentive pay / Discipline.

OCCUPATIONS AND OCCUPATIONAL CHOICE

1-183
Allison, Elizabeth and Pinney Allen.
Male-female professionals: a model of career choice. Industrial relations, 17:333-337, October 1978.
Descriptors: Attorneys / Occupational choice--Simulation methods / *Occupational choice--Comparative studies / Nurses / Chemists / *Occupational choice--Research / Teachers / *Women professional employees.

1-184
Cotton, Chester C. and Philip J. Browne.
A systems model of organization development careers. Group & organization studies, 3:185-198, June 1978.
Descriptors: *Change agents--Characteristics / *Career patterns--Simulation methods / *Career patterns--Research.

OCCUPATIONS AND OCCUPATIONAL CHOICE (Cont'd)

1-185
Curran, James and John Stanworth.
Job choice and the manual worker--where the theories break down. Personnel management (Gt. Brit.), 10:41-45, September 1978.
Descriptors: *Blue collar workers / *Occupational choice--Research / Job search / Labor turnover causes.

OLDER WORKER

1-186
Batten, Michael D. and Julia R. French.
Are employers and older workers at the crossroads? Pension world, 14:10-14+, November 1978.
Descriptors: *Older worker--Personnel policies / *Retirement / Executives--Responsibilities / Labor force--Statistics / Older worker--Evaluation / *Older worker--Employment / Retirement age / Insurance, Health / Retirement, Compulsory--Law and legislation.

1-187
Baugher, Dan.
Is the older worker inherently incompetent? Aging and work, 1:243-250, Fall 1978.
Descriptors: Research reviews (Publications) / *Aging--Psychological aspects / *Older worker--Characteristics / *Performance / Psychology, Physiological.

1-188 KF3465 .Ed2f
Edelman, Charles D. and Ilene C. Siegler.
Federal age discrimination in employment law; slowing down the gold watch. Charlottesville, Va., Michie, 1978. 353p.
Descriptors: *Age discrimination--Law and legislation / *Age discrimination--Cases / *Older worker--Employment / Older worker--Characteristics / Federal government.

1-189
Mamorsky, Jeffrey D.
Impact of the 1978 ADEA Amendments on employee benefit plans. Employee relations law journal, 4:173-184, Autumn 1978.
[ADEA = Age Discrimination in Employment Act]
Descriptors: Age discrimination / *Fringe benefits / *Older worker--Discrimination / Retirement age--Law and legislation / *Retirement, Compulsory--Law and legislation / Retirement benefits.

1-190
Rones, Philip L.
Older men--the coice between work and retirement. Monthly labor review, 101:3-10, November 1978.
Descriptors: *Older worker--Employment / Pensions / Retirement income / Retirees / *Older worker--Retirement / *Part-time work / *Retirement, Compulsory.

1-191
Sonnenfeld, Jeffrey.
Dealing with the aging work force. Harvard business review, 56:81-92, November-December 1978.
Descriptors: *Executives--Responsibilities / Job satisfaction / Age--Physiological effect / *Performance / Personnel administration / Older worker--Characteristics / Second careers / *Older worker--Evaluation.

ORGANIZATIONS

1-192

The parallel organization structure at General Motors ... an interview with Howard C. Carlson. Personnel, 55:64-69, September-October 1978.

Howard C. Carlson is assistant director of organizational research and development at General Motors.

Descriptors: Communication / *Organizational structure--Case studies / *Organization charts / Performance evaluation--Methods / General Motors Corporation / *Organizational structure--Methods.

OVERSEAS PERSONNEL

1-193

Andronicos, Bill.

Workers rate 'consideration' as essential. Federal times, 14:15, December 11, 1978.

Descriptors: Federal government / *Job satisfaction / *Foreign service officers--Attitudes / Surveys / *Working conditions / *Working climate.

1-194

Bureau of Personnel measures employee attitudes. Department of State newsletter, p. 6-8, November 1978.

Descriptors: Federal employees / *Foreign service officers--Attitudes / Overseas personnel--Attitudes / *Working climate.

1-195

Freemantle, David.

Foreign assignment: a recruiter's nightmare. Personnel management (Gt. Brit.), 10:33-37, October 1978.

Descriptors: *Overseas personnel--Recruitment / *Overseas personnel--Selection.

1-196 M-Fiche

U.S. General Accounting Office.

Changes needed in personnel practices of the Agency for International Development. Report... Washington, U.S. Govt. Print. Off., 1978. 27p. (B-165731)

Descriptors: *Overseas personnel--Personnel policies / *U.S. Agency of International Development / *Career staffing / Federal government.

PARTICIPATIVE MANAGEMENT

1-197 Id527 .An8p

Anthony, William P.

Participative management. Reading, Mass., Addison-Wesley, 1978. 214p.

--Instructor's guide. Reading, Mass., Addison-Wesley, 1978. 35p.

Descriptors: *Participative management--Textbooks / *Participative management / Federal government.

1-198

Brewer, Richard.

Personnel's role in participation. Personnel management (Gt. Brit.), 10:27-29+, September 1978.

Descriptors: *Participative management / *Personnel directors--Responsibilities / Role perception.

PARTICIPATIVE MANAGEMENT (Cont'd)

1-199 Ie527 .C17w

Carby-Hall, Joseph R.

Worker participation in Europe. Totowa, N. J., Rowman and Littlefield, 1977. 271p.

Descriptors: *Works councils--Comparative studies / *Participative management--Comparative studies / France / Belgium / Great Britain / Luxembourg.

1-200

Company ownership affects attitudes, performance of employees, says report. World of work report, 3:91-92, November 1978.

Descriptors: Employee attitudes / *Employee ownership--Evaluation / Stock purchase plans.

PERFORMANCE EVALUATION

1-201

Pressler, Eugene C., Jr.

A practical approach to performance appraisal. Management world, 7:9-12, November 1978.

Descriptors: Management by objectives / *Performance evaluation--Methods.

PERSONNEL ADMINISTRATION

1-202

Allen, Keith and others.

Personnel planning--the key to future business success. Personnel management (Gt. Brit.), 10:50-53, October 1978.

Descriptors: *Personnel administration--Planning.

1-203 Z682 .Am3p

American Library Association.

Personnel manual; an outline for librarians. Prepared by Ad Hoc Committee to Revise the ALA Personnel Organization and Procedure Manuals. Chicago, 1978. 39p.

Descriptors: *Personnel administration--Handbooks, manuals, etc. / *Library administration.

1-204 Ie11.2 .C73i

Committee for Economic Development.

Improving management of the public work force; the challenge to state and local government. New York, 1978. 138p.

Descriptors: *Personnel administration / *Civil service / *Labor-management relations / *Executives--Responsibilities / State government / Local govenment / Job satisfaction / Senior executive service / Finance, Public.

1-205

Giblin, Edward J.

The evolution of personnel. Human resource management, 17:25-30, Fall 1978.

Descriptors: *Personnel administration--History / Employment forecasting / Labor-management relations / *Personnel administration / Personnel directors--Responsibilities / Personnel policies--Laws and legislation / Futures (of society).

PERSONNEL POLICIES

1-206 Ie122.9 .Un35p

U.S. Civil Service Commission.
Personnel policies and practices. Prepared by The Library. Washington, U.S. Govt. Print. Off., 1978. 46p. (Personnel bibliography series no. 102)
Descriptors: *Personnel policies--Bibliography / *Tests--Bibliography / *Career staffing--Bibliography / *Performance evaluation--Bibliography / *Veterans--Employment--Bibliography / Federal government / Communication in personnel management--Bibliography.

PERSONNEL RECORDS

1-207

Simon, Sidney H.
Personnel's role in developing an information system. Personnel journal, 57:622-625+, November 1978.
Descriptors: Participative management / *Personnel information systems--Planning / Personnel departments / Personnel directors--Responsibilities.

PERSONNEL UTILIZATION

1-208

IPMA forum. IPMA (International Personnel Management Association), p. 10-11, November 1978.
Descriptors: Employee development / Job descriptions / *Volunteers--Utilization.

POLITICAL ACTIVITY

1-209

Bacon, Andrea G.
Newcomb v. Brennan: the right of a public employee to seek political office. Northwestern University law review, 73:533-549, October 1978.
Descriptors: Freedom of speech / *Government employees--Civil rights / Loyalty / Municipal employees / *Political activity--Cases / Political candidates.

1-210 JK2279 .Un38s Oct. 1978

Laws and regulations relating to Federal political and state employees and their political activities. In Senate campaign information; a compilation of Federal laws and regulations governing United States Senate elections in 1978, by U. S. Congress, Senate. Washington, U.S. Govt. Print. Off., 1978, p. 277-311.
Descriptors: *Political activity--Law and legislation / U.S. Civil Service Commission--Rules and practice / Federal employees / State employees / Local officials and employees.

PRODUCTIVITY

1-211

[Productivity.] Management focus, 25:12-48, November-December 1978.
Partial contents: Overview and perspective on productivity, by Ervin Schoenblum; Stepping stones to preserving needed human service programs, by Robert Elkin; Productivity in state and local governments, by Raymond T. Olsen.
Descriptors: *Productivity improvement / *Productivity measurement / *Productivity / Independent regulatory commissions / *Social service / State government / Local government.

PROFESSIONAL EMPLOYEES

1-212

From surplus to shortage of teachers. U.S. news & world report, 85:68, November 27, 1978.

Descriptors: Employment opportunities / *Teachers / *Labor supply / Teachers--Pay.

PUBLIC ADMINISTRATION

1-213

Bowman, James S.

Managerial theory and practice: the transfer of knowledge in public administration. Public administration review, 38:563-570, November-December 1978.

An examination of the interface problem, between academicians and practitioners, in public administration.

Descriptors: Management theory / *Public administration / Communication / *Public administration--Sources / Executives / College professors.

1-214

Ramos, Alberto G.

Misplacement of concepts and administrative y. Public administration review, 38:550-557, November-December 1978.

Descriptors: *Organizational effectivene an of control / Personnel administration / Productivity / Job design / *Alienation / *Public administration--Theory.

1-215 JK585 .P94p

The prospect for Presidential-Congressional government, by Benjamin V. Cohen and others. Berkeley, University of California, Institute of Governmental Studies, 1977. 110p. General editor, Albert Lepawsky.

Descriptors: *Presidents--U.S.--Addresses, essays, lectures / *U.S. Congress--Addresses, essays, lectures / *Presidents--U.S.--Staff / Executive power / Legislative power.

1-216 KF5401 .A31Un3i

U.S. Administrative Conference of the United States.

An interpretive guide to the Government in the Sunshine Act. Prepared by Richard K. Berg and Stephen H. Klitzman. Washington, U.S. Govt. Print. Off., 1978. 134p.

Descriptors: *Meetings--Law and legislation / *Administrative agencies--Rules and practice / Federal government.

PUBLIC RELATIONS

1-217 Ia65 .K28r

Kell, Thomas W.

Research and evaluation in government public relations. Washington, 1978. 109p. Master's thesis, American University, 1978.

Descriptors: *Government publicity--Research / *Public relations--Research / *Public relations--Evaluation / Federal government.

PUBLIC SERVICE EMPLOYMENT

1-218

Burack, Elmer H.

Human resource planning and labor market information--need for change, now. Public personnel management, 7:279-286, September-October 1978.

Descriptors: *Public service employment--Administration--Evaluation / *Labor supply / *Workforce planning.

REDUCTION IN FORCE

1-219

Layoff rotation reduces trauma of unemployment, Tomkins-Johnson finds. World of work report, 3:90, November 1978.

Descriptors: *Part-time work--Evaluation / *Reduction in force--Methods / Unemployment.

1-220

Rudary, Robert F. and J. Garrett Ralls, Jr.

Manpower planning for reduction-in-force. Michigan business review, 30:1-7, November 1978.

Descriptors: Corporate planning / *Reduction in force / *Workforce planning.

REMOVAL

1-221

Kaus, Robert M.

How the Supreme Court sabotaged civil service reform. Washington monthly, 10:38-44, December 1978.

Descriptors: *Civil service reform / Federal government / Performance / *Removal--History / *Due process of law--Cases / Appeals--Procedures / U.S. Supreme Court / State government / Local government.

RETIREMENT

1-222

After all the fuss about forced retirement.... U.S. news & world report, 85:91-92, December 11, 1978.

Descriptors: Retirement age / Cost and standard of living / Pensions / Older worker--Attitudes / *Retirement, Compulsory / *Retirement / Law--Social aspects / *Retirement, Compulsory--Law and legislation.

1-223

Hodges, Leo C.

Do equal rights mean equal contributions? Pension world, 14:18-20+, November 1978.

Descriptors: *Women--Discrimination--Cases / *Retirement benefits / Pension financing / U.S. Supreme Court--Cases.

1-224

Keene, Kenneth.

Coping with non-mandatory retirement. Pension world, 14:51-52+, December 1978.

Descriptors: Bona fide occupational qualifications / Executives--Retirement / *Retirement benefits / Retirement age / *Retirement, Compulsory--Law and legislation / Retirement, Early.

1-225 Ie708 .K67c

Kleiler, Frank M.
Can we afford early retirement? Baltimore, Johns Hopkins University Press, 1978. 163p.
Descriptors: *Retirement, Early / *Pension financing / *Pension reform / Pension funds / Social security / Military pensions / Retirees--Employment / Federal government / State government / Municipal governemnt.

1-226 S/I

Meyer, Mitchell.
The ban on mandatory retirement at 65: management responses. Conference Board information bulletin, p. 1-15, October 1978.
Descriptors: *Workforce planning / Equal opportunity in employment / Performance evaluation / *Personnel administration / Retirement, Early / Executives--Attitudes / *Retirement, Compulsory--Law and legislation / Promotion / *Retirement benefits / *Older worker--Utilization.

1-227

Petersen, Mary T.
After the voyage: Navy retirement programs for civilians. Pension world, 14:28-30, December 1978.
Descriptors: *Retirement benefits / Retirement benefits--Administration / Federal government / U.S. Navy / Nonappropriated fund employees--Retirement.

1-228

Quinn, Joseph F.
Job characteristics and early retirement. Industrial relations, 17:315-323, October 1978.
Descriptors: *Job factors / *Retirement, Early--Research / Retirement income / *Working conditions.

1-229 HD7124 .Sols

Social security: how social? how secure? edited by Felicitas Hinman and Erin-Aine Miller. Los Angeles, University of California, Institute of Industrial Relations, 1978? 108p.
Papers presented at a 1976 conference.
Descriptors: *Social security--Conferences / *Women--Discrimination / *Pension financing / Government employees.

1-230 HA203 .Un27c 1977 Vol. 6 No. 1

U.S. Bureau of the Census.
Employee-retirement systems of state and local governments. Washington, U.S. Govt. Print. Off., 1978. 55p. (GC77(6)-1) (Census of governments, 1977, vol. 6, no. 1)
Descriptors: *Retirement--Statistics / *Pension financing / *Pension funds / Federal government / State government / Local government.

1-231 Ie711 .Un38p

U.S. Congress. House. Committee on Education and Labor.
Pension Task Force report on public employee retirement systems. Washington, U.S. Govt. Print. Off., 1978. 858p. (H. com. print. 95th Cong.)
Descriptors: *Retirement benefits--Administration--Evaluation / *Retirement benefits--Comparative studies / *Pensions--Administration--Evaluation / *Pensions--Comparative studies / Federal government / State government / Local government.

RETIREMENT (Cont'd)

1-232 Ie711 .Un39po

U.S. Congressional Budget Office.
Options for Federal civil service retirement: an analysis of costs and benefit provisions. Prepared by Earl A. Armbrust and David M. Delquadro. Washington, U.S. Govt. Print. Off., 1978. 41p.
Descriptors: *Retirement benefits / *Retirement--Costs / Social security / Retirement, Disability / Cost of living increases / Retirement, Early / *Retirement benefits--Comparative studies / Federal government.

RETIREMENT PLANNING

1-233

Retirement. Federal times, 14:27-29, November 20, 1978.
Contents: It was a very good year for retirees and spouses, by Bill Andronicos; State retirement plan in disarray; Proposals for counseling create assorted reactions.
Descriptors: Civil service reform--Law and legislaton / Federal government / *Foreign service officers--Retirement / *Older workers--Counseling / *Retirement planning / Retirement, Compulsory--Law and legislation / U.S. Department of State.

1-234

Soughton, Fred.
Why and how should you help your people plan? Canadian personnel and industrial relations journal, 25:17-18+, October 1978.
Descriptors: *Retirement planning--Evaluation / *Retirement planning--Methods.

SCIENTISTS AND ENGINEERS

1-235 Ie172 .Un27s

U.S. Bureau of the Census.
Selected characteristics of persons in fields of science or engineering: 1976. Washington, U.S. Govt. Print. Off., 1978. 61p. (Current population reports. Special studies series P-23, no. 58)
Descriptors: *Scientists--Characteristics / *Scientists--Employment--Statistics / *Social scientists--Employment--Statistics / *Engineers--Characteristics / *Engineers--Employment--Statistics / Federal government / Scientists--Pay / Engineers--Pay / Social scientists--Pay.

SUPERVISION

1-236 Id32 .K55ma 1979

Killian, Ray A.
Managers must lead! Rev. ed. New York, AMACOM, 1979. 254p.
Descriptors: *Supervision--Handbooks, manuals, etc. / *Supervisors--Abilities / Human relations / Motivation / Leadership / Training.

1-237

Pitts, Robert E. and Ken Thompson.
The supervisor's survival guide: a positive approach to motivation. Supervisory management, 23:2-10, November 1978.
Descriptors: *Supervision / *Motivation--Methods / Work values / Performance / Reinforcement (Psychology).

SUPERVISION (Cont'd)

1-238 Id32 .Un35p

U.S. Civil Service Commission.
Problems on the job; a supervisor's guide to coping. Prepared by Bureau of Retirement, Insurance and Occupational Health. Washington, 1978. 8p. (BRI 80-68)
Descriptors: *Supervision / *Supervisors--Responsibilities / *Problem employees / Federal government.

1-239

Walker, Joseph J.
Supervising the alcoholic. Supervisory management, 23:26-32, November 1978.
Descriptors: *Alcoholic employees--Rehabilitation / *Supervisors--Responsibilities.

SUPERVISORS

1-240

Hellweg, Susan A.
An examination of the ideal immediate supervisor and subordinate. Journal of business communication, 16:49-56, Fall 1978.
Descriptors: *Employee attitudes--Research / Human relations / *Role perception / *Supervisors--Characteristics--Research / Supervisors--Attitudes--Research.

TRAINING

1-241

Barrington, Harry.
Developing personnel training for the management trainee. Personnel management (Gt. Brit.), 10:38-41, October 1978.
Descriptors: *Personnel administration--Study and teaching / *Executives--Training / *Trainees--Training / *Orientation / Training methods.

1-242

Binstead, Don.
A framework for the design of management learning events. Journal of European industrial training (Gt. Brit.), 2:25-28, no. 5 1978.
Descriptors: *Executives--Training / Learning theories / Training methods / *Training planning--Simulation methods.

1-243

Hochberger, Joel.
Test 'em before you train 'em. Training, 15:53, November 1978.
Descriptors: Training methods / *Training needs analysis.

1-244

Luxenberg, Stan.
Education at AT&T. Change, 10:26-35, December-January 1978-79.
Descriptors: *Training--Case studies / Training needs analysis / Learning theories / *Training methods / Training costs / Adult education / *Professional education--Case studies / *Training administration.

1-245

Prince, George.
Putting the other half of the brain to work. Training, 15:57-58+, November 1978.
Descriptors: *Training methods / *Learning--Physiological aspects / *Problem solving.

TRAINING (Cont'd)

1-246
Schuler, Charles F.
Simplifying B'Mod principles for use in training and HRD. Training, 15:23-24, November 1978.
Descriptors: *Reinforcement (Psychology) / *Learning theories / *Training / *Behavior modification.

1-247
Steele, Judith H.
Five ways to get trainees to open up and get moving. Training, 15:40-42, November 1978.
Descriptors: *Group dynamics / *Training planning / *Training officers--Responsibilities / *Training.

TRAINING ADMINISTRATION

1-248
Lastra, Barry and Maurice B. Nichols.
Define and broadcast your training philosophy. Training, 15:18+, November 1978.
Descriptors: Corporate reorganizations / *Training administration.

1-249
Marshall, Judi.
The training manager's role in stress management. Journal of European industrial training (Gt. Brit.), 2:7+, no. 5 1978.
Descriptors: Sensitivity training / *Stress, Psychological / *Training administration / *Training officers--Responsibilities / Stress, Psychological--Theory.

TRAINING EVALUATION

1-250
Beal, Katherine.
Twenty checkpoints for effective employee education. Management focus, 25:48-52, November-December 1978.
Descriptors: *Professional education--Evaluation / *Training administration / Training costs / *Training evaluation.

1-251
Keller, Robert T.
A longitudinal assessment of a Managerial Grid seminar training program. Group & organization studies, 3:343-355, September 1978.
Descriptors: Leadership style / Longitudinal studies--Theory / *Managerial grid--Evaluation / *Managerial grid--Research / Job satisfaction / Organizations--Climate.

1-252
Newstrom, John W.
Catch-22: the problems of incomplete evaluation of training. Training and development journal, 32:22-24, November 1978.
Descriptors: Change (Psychological)--Methods / *Training evaluation--Simulation methods / Training officers.

TRAINING METHODS

1-253
Bergman, Bernard.
Employer evaluations in cooperative education programs. Human resource management, 17:31-32, Fall 1978.
Descriptors: Job description / Supervisors--Responsibilities / *Work-study programs / *Performance evaluation.

1-254
Casey, David.
Project training for managers--the underlying paradox. Journal of European industrial training (Gt. Brit.), 2:3-6, no. 5 1978.
Descriptors: Change, Organizational--Methods / Management consultants / *Management development--Methods / *Project management--Study and teaching / Training methods / *Executives--Training--Methods.

1-255
Hunsaker, Phillip L.
T-groups for MBS's: a state of the art survey. Group & organization studies, 3:356-364, September 1978.
Descriptors: *Sensitivity training--Research / *Master of business administration degree recipients--Education / *Sensitivity training--Evaluation / Surveys / Curriculum development.

1-256
The 'roots' of performance management. Training, 15:34-39, November 1978.
Interview with Tom Connellan, management psychologist.
Descriptors: *Performance / *Productivity / Behavior modification / *Reinforcement (Psychology) / *Feedback (Psychology) / *Training methods / *Learning theories.

1-257
Veglahn, Peter A., J. Ronald Frazer and Michael R. W. Bommer.
Computer simulation--training tool for collective bargaining. Personnel journal, 57:614-617, November 1978.
Descriptors: *Management games / *Computer simulation / *Collective bargaining--Study and teaching / Training courses of study / *Negotiators--Training.

1-258
Wheelan, Susan A.
The effect of personal growth and assertive training classes on female sex-role self-concept. Group & organization studies, 3:239-244, June 1978.
Descriptors: *Women--Attitudes / *Assertiveness training--Evaluation / *Self-evaluation--Research / *Personal development--Study and teaching / Sex roles--Research / Training methods--Evaluation / Women--Training.

WOMEN--EMPLOYMENT

1-259 Ie154 .C76y 1978
Conference on Young Women and Employment, Washington, 1978.
Young women and employment: what we know about the school-to-work transition: report. Washington, U.S. Govt. Print. Off., 1978. 91p.
Descriptors: *Women--Employment--Conferences / *Women--Career opportunities--Conferences / Women--Education / Women--Attitudes / Women--Attitudes toward / *Youth--Employment--Conferences.

1-260
Gallese, Liz R.
Blue collar women; more female workers get skilled-trade jobs, but problems remain. Wall Street journal, 192:1+, November 13, 1978.
Descriptors: *Women--Career Opportunities / *Women--Attitudes toward / *Blue collar workers--Attitudes / *Affirmative action plans / *Women--Employment.

1-261 HQ1206 .G36w
Giele, Janet Z.
Women, men and work. In her Women and the future; changing sex roles in modern America. New York, Free Press, 1978, p. 87-138.
Descriptors: *Women--Employment / *Sex roles--Research / *Women--Discrimination / Women--Economic conditions.

1-262 Ie154 .In8wo
International Labour Office.
Women at work, edited by Krishna Ahooja-Patel. Geneva, 1978. 31p. (ILO news-bulletin 1/1979)
Descriptors: *Women--Employment--Comparative studies / *Women--Pay / *Maternity leave--Comparative studies / Pay rates.

1-263
Leon, Carol and Robert W. Bednarzik.
A profile of women on part-time schedules. Monthly labor review, 101:3-12, October 1978.
Descriptors: Part-time workers--Characteristics / *Part-time workers / *Women--Employment--Statistics / Demographic characteristics.

1-264 Ie154 .M57w
Meyer, Mitchell.
Women and employee benefits. New York, Conference Board, 1978. 39p. (Conference Board report no. 752)
Descriptors: *Women--Discrimination--Research / *Fringe benefits--Research / *Equal opportunity in employment--Law and legislation / Maternity leave / Disability benefits / Part-time workers.

1-265
Moramarco, Sheila S.
Marriage on the run. Dynamic years, 13:18-20, November-December 1978.
Descriptors: *Family (Sociological unit) / *Women--Employment / Executive families.

1-266
The new girls' network. Newsweek, 92:114+, December 4, 1978.
Descriptors: *Communication / *Success in employment--Methods / *Women--Career planning / *Women--Employment / *Women executives.

WOMEN--EMPLOYMENT (Cont'd)

1-267

Pros and cons of whether wives should work. U.S. news & world report, 85:82-83, November 27, 1978.

Interview with Colien Hefferan, professor of behavioral economics at the Pennsylvania State University.

Descriptors: Wives--Pay / Wives--Attitudes / *Women--Employment--Evaluation / *Wives--Employment.

1-268

Pryor, Mildred G. and R. Wayne Mondy.

How men and women view their jobs--and what this means to the supervisor. Supervisory management, 23:17-24, November 1978.

Descriptors: Motivation / Supervision / Job satisfaction / *Women employees--Attitudes / *Employee attitudes--Comparative studies / *Work values--Research.

1-269 Ie154 .Un98em

U.S. Women's Bureau.

Employment and economic issues of low-income women: report of a project. Wahsington, 1978. 31p.

Report on a series of regional meetings and a national seminar.

Descriptors: *Women--Employment--Conferences / *Women--Economic conditions--Conferences / Women--Attitudes / Women--Discrimination.

WORK LIFE

1-270

Bellman, Geoff.

Passages through training and development. Training and development journal, 32:49-53, November 1978.

Descriptors: Career opportunities / Employee development / *Life span, Productive / *Psychology, Physiological / Training officers / *Life cycle planning.

WORKFORCE PLANNING

1-271 M-Fiche

U.S. General Accounting Office.

Using civilian personnel for military administrative and support positions--can more be done? Report... Washington, U.S. Govt. Print. Off., 1978. 26p. (B-146890)

Descriptors: *Military administration / *Military personnel--Workforce planning / *Position management / Federal employees--Utilization / Military personnel--Utilization.

YOUTH

1-272

Two views; young workers: are they getting worse? Business horizons, 21:41-48, October 1978.

Contents: Yesterday's nonstudent: today's nonworker, by Sam Witchel; Up with young employees, by Chester A. Morgan.

Descriptors: Employee attitudes / *Work values / *Youth--Attitudes / *Youth--Characteristics / *Youth--Evaluation / Sick leave.

☆U.S. GOVERNMENT PRINTING OFFICE: 1979-281-018/10

UNITED STATES OF AMERICA
OFFICE OF
PERSONNEL MANAGEMENT
WASHINGTON, D.C. 20415

OFFICIAL BUSINESS
Penalty for Private Use $300

POSTAGE AND FEES PAID
OFFICE OF
PERSONNEL MANAGEMENT
THIRD CLASS

U.S. MAIL

PLM SERIA300SIISSDUE007R
SERIALS PROCESSING
UNIV MICROFILMS INTL
300 NORTH ZEEB RD
ANN ARBOR MI 48106